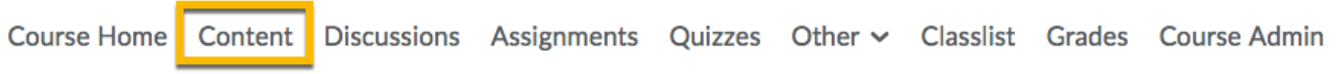


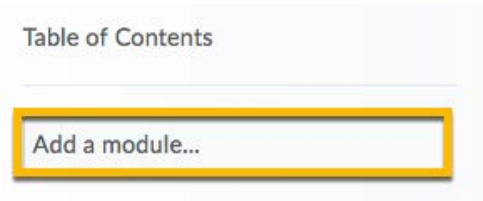
Importing and Editing the Concourse Syllabus Template – HIST/PHIL Dept.

Adding the Link to Your Course

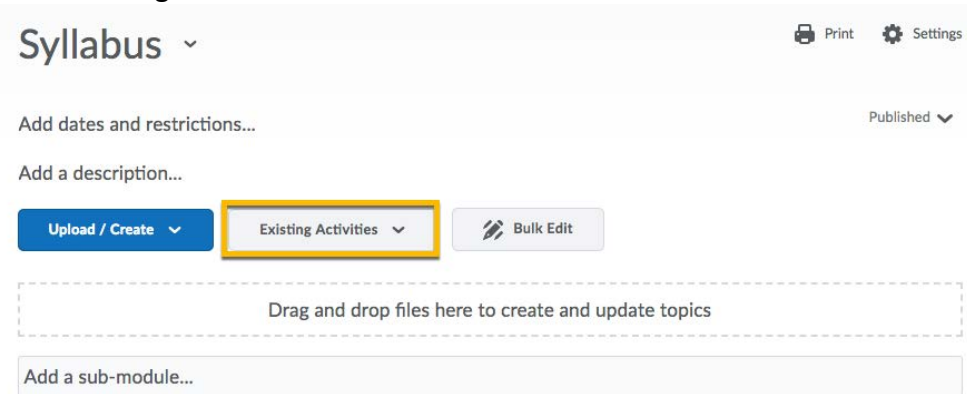
1. In your Banner-fed course (actual semester courses—NOT shells or test courses), click “Content.”



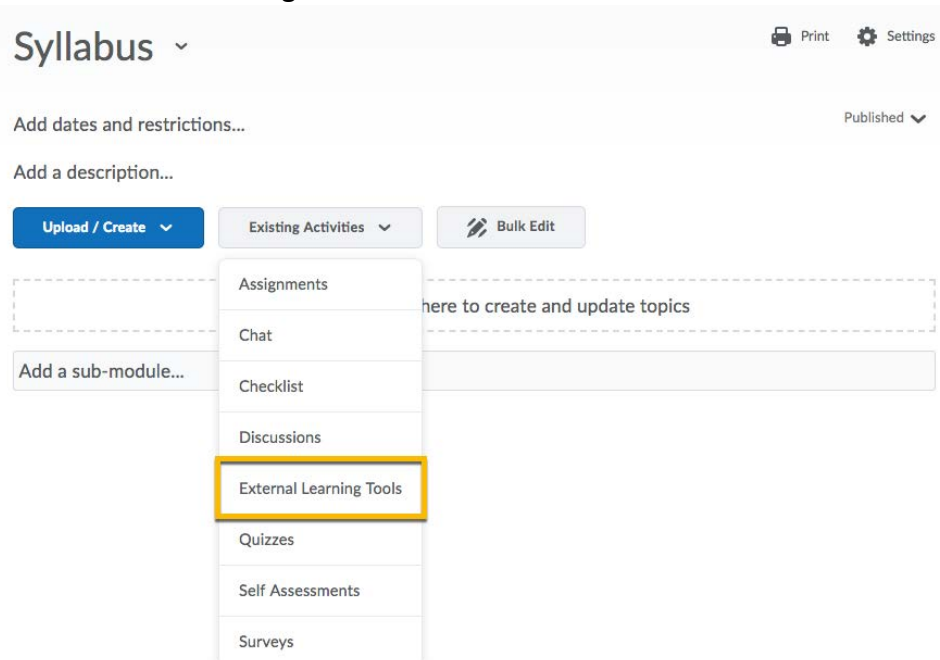
2. On the left-hand side of the screen, create a module by clicking “Add a module...” and typing in the name of it.



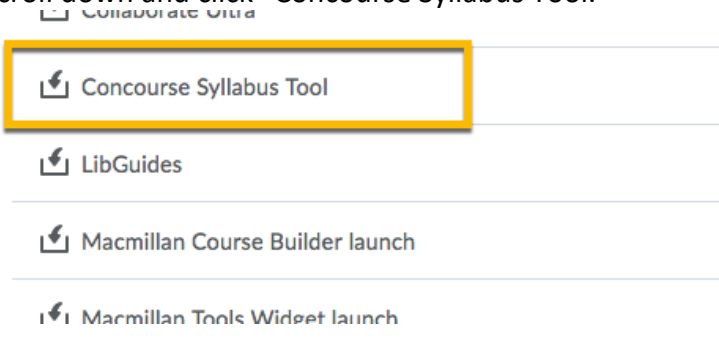
3. Click “Existing Activities.”



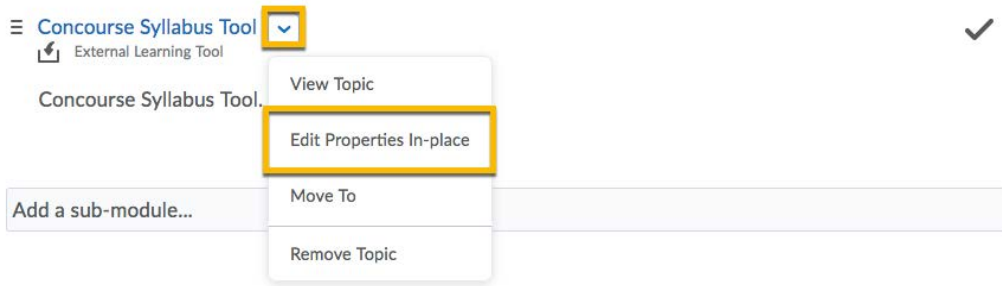
4. Click “External Learning Tools.”



5. Scroll down and click “Concourse Syllabus Tool.”



6. Click the arrow next to the new link, then click “Edit Properties In-Place.”



7. Click the first “Concourse Syllabus Tool,” then type a new name in the box.



Selecting the History Template

By default, Concourse will select the institutional template. For History and Philosophy courses, please change to the History & Philosophy Template by following these instructions.

1. Refresh the page or click "Content."

Course Home **Content** Discussions Assignments Quizzes Other ▾ Classlist Grades Course Admin

2. Click on your new Concourse link.


☰ **Course Syllabus** ▾
External Learning Tool
Concourse Syllabus Tool.

3. In the top left corner, click the arrow next to "Syllabus."

Course Syllabus ▾ 🔖 🗨 < >

Syllabus ▾ Info Origins of Great Traditions

Kennesaw State University • Kennesaw Campus • • • HIST-History

 **ORIGINS OF GREAT TRADITIONS** HIST-2206
FALL 2018 Section 02 Modified 08/01/2018

🕒 **Meeting Times**


4. Click "Import."

Course Syllabus ▾ 🔖 🗨 < >

Syllabus ▾ Info Origins of Great Traditions

View
Edit
Import
Print
Download

Kennesaw State University • Kennesaw Campus • • • HIST-History

 **ORIGINS OF GREAT TRADITIONS** HIST-2206
FALL 2018 Section 02 Modified 08/01/2018

🕒 **Meeting Times**

5. In the search box, type "history template." Then click "Search." NOTE: The template is called "History & Philosophy Template," but it will not show up at the top of the list unless you use the phrase "history template." This is a search-term fluke and does not affect how the template appears to you or to students.

Criteria + Advanced

Keyword(s)

history template

Search

Results

+ Enter criteria for your search.
Or leave it blank to see everything.

6. Next to the History & Philosophy Template, click “Import.”

Criteria + Advanced

Keyword(s)

history template

Search

Results Sort By Title ▾ ▾

<input type="checkbox"/> Import	History & Philosophy Template Section 1		
	Instructional Technology Leadership ITEC-7410	Section 84689	Julia Fuller Fall 2017
	Instructional Technology Leadership ITEC-7410	Section 84697	Julia Fuller Fall 2017
	Internet Tools in the Classroom ITEC-7430	Section 84579	Tricia Frazier Fall 2017

7. Check the boxes for all items, then click “Import.”

Which syllabus items would you like to import?

From → To

History & Philosophy Template
Section 1

Origins of Great Traditions
HIST-2206
Section 02
FALL 2018

- Meeting Times
- Contact Information
- Description
- Objectives
- Materials
- Evaluation
- Course Policies
- Additional Items
- Schedule

Import

Import Guidelines

General

Item importing works at the category level (e.g. Contact Information, Description, etc.). The item must be visible on the source syllabus and editable on the destination syllabus to complete the action.

Caution: If an item category already exists on the destination syllabus, the entire item (including its children) will be replaced and cannot be undone. Therefore be extremely careful when importing items that will overwrite existing syllabus content.

Permissions

If the item selected for import already exists on the destination syllabus, its permissions will match that of the existing item. If the item is new to the destination syllabus, it will inherit the permissions of the main syllabus item.

Templates

The import feature is not available in template courses. Items can be imported from templates, but they will not be linked, simply copied.

Editing Your Syllabus

1. In the top left corner, click the arrow next to "Syllabus."

Course Syllabus ▾



Syllabus ▾ Info

Origins of Great Traditions

Kennesaw State University • Kennesaw Campus • • • HIST-History

ORIGINS OF GREAT TRADITIONS HIST-2206
FALL 2018 Section 02 Modified 08/01/2018

Meeting Times

2. Click "Edit."

Course Syllabus ▾



Syllabus ▾ Info

Origins of Great Traditions

Kennesaw State University • Kennesaw Campus • • • HIST-History

ORIGINS OF GREAT TRADITIONS HIST-2206
FALL 2018 Section 02 Modified 08/01/2018

3. In the edit screen, there are highlighted notes for you to read and take into account as you build your syllabus. These notes are from your department chair and are, in some cases, mandatory.

Kennesaw State University • Kennesaw Campus • • • HIST-History

ORIGINS OF GREAT TRADITIONS HIST-2206
FALL 2018 Section 02 Modified 08/01/2018

Meeting Times

Building abbreviations are not recommended, and it's important to also include the campus your classroom is located on. For example, Kennesaw Campus Social Sciences Building, Room 3025.

Contact Information

4. To edit existing sections of the syllabus template, click the orange pencil next to it.

Kennesaw State University • Kennesaw Campus • • • HIST-History

ORIGINS OF GREAT TRADITIONS HIST-2206
FALL 2018 Section 02 Modified 08/01/2018

Meeting Times

Building abbreviations are not recommended, and it's important to also include the campus your classroom is located on. For example, Kennesaw Campus Social Sciences Building, Room 3025.

Contact Information

5. To add sections, click the green plus button for the section you want to add.

Kennesaw State University • Kennesaw Campus • • • HIST-History

ORIGINS OF GREAT TRADITIONS HIST-2206
FALL 2018 Section 02 Modified 08/01/2018

Meeting Times

Building abbreviations are not recommended, and it's important to also include the campus your classroom is located on. For example, Kennesaw Campus Social Sciences Building, Room 3025.

Contact Information

6. Some sections have pre-set subsections. To add a subsection, click the green plus section next to it.

Objectives

For general education courses, include the general education program learning outcomes as necessary for the course.

Materials

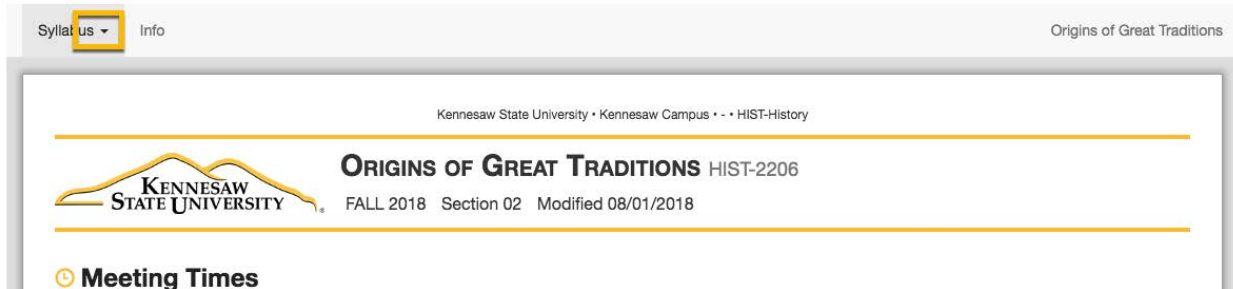
Please include at least the author, title, edition, and ISBN. A link to the textbook is also helpful.

Evaluation

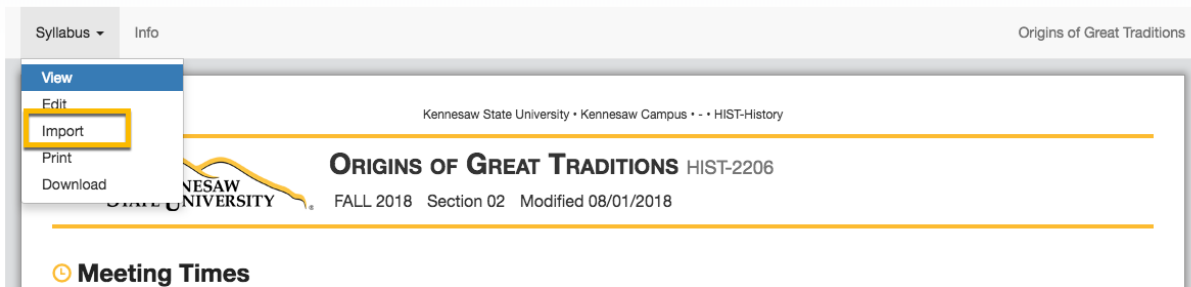
Copying a Syllabus from One Course to Another

If you created your syllabus for one course using the History template, you can then copy that syllabus to all other sections (and future sections) without having to first import the template. The template will automatically be applied as long as you choose a syllabus which used it in the first place.

1. In the top left corner, click the arrow next to "Syllabus."
Course Syllabus ▾



2. Click "Import."
Course Syllabus ▾



3. In the search bar, search for the course you would like to copy from. The results will populate with all syllabi matching that search, but you will only be provided with an "Import" button for those that belong to you.

Criteria Advanced

Keyword(s)

origins of great traditions

Search

Results			Sort By	Title ▾	▾
Introduction to World History	HIST-1100 Section 09	FALL 2018			
Modern World History	HIST-1112 Section W04	FALL 2018			
Origins of Great Traditions	HIST-2206 Section 01	SPRING 2018			
Origins of Great Traditions	HIST-2206 Section 02	SPRING 2018			
Origins of Great Traditions	HIST-2206 Section W01	SPRING 2018			
Origins of Great Traditions	HIST-2206 Section 01	SUMMER 2018			
Origins of Great Traditions	HIST-2206 Section 01	FALL 2018			
Import	Origins of Great Traditions	HIST-2206 Section 02	FALL 2018		
	Origins of Great Traditions	HIST-2206 Section W01	FALL 2018		

4. Click "Import."

Criteria + Advanced

Keyword(s)

origins of great traditions

Search

Results			Sort By	Title	
Introduction to World History	HIST-1100	Section 09	FALL 2018		
Modern World History	HIST-1112	Section W04	FALL 2018		
Origins of Great Traditions	HIST-2206	Section 01	SPRING 2018		
Origins of Great Traditions	HIST-2206	Section 02	SPRING 2018		
Origins of Great Traditions	HIST-2206	Section W01	SPRING 2018		
Origins of Great Traditions	HIST-2206	Section 01	SUMMER 2018		
Origins of Great Traditions	HIST-2206	Section 01	FALL 2018		
Origins of Great Traditions	HIST-2206	Section 02	FALL 2018		
Origins of Great Traditions	HIST-2206	Section W01	FALL 2018		

5. Check the boxes for all items you would like to copy to the new course syllabus. Then click "Import."

Which syllabus items would you like to import?

From → To

Origins of Great Traditions
HIST-2206
Section 02
FALL 2018

Pre-Modern World History
HIST-1111
Section W02
SUMMER 2018

- Meeting Times
- Contact Information
- Description
- Objectives
- Materials
- Evaluation
- Course Policies
- Additional Items
- Schedule

Import

Import Guidelines

General

Item importing works at the category level (e.g. Contact Information, Description, etc.). The item must be visible on the source syllabus and editable on the destination syllabus to complete the action.

Caution: If an item category already exists on the destination syllabus, the entire item (including its children) will be replaced and cannot be undone. Therefore be extremely careful when importing items that will overwrite existing syllabus content.

Permissions

If the item selected for import already exists on the destination syllabus, its permissions will match that of the existing item. If the item is new to the destination syllabus, it will inherit the permissions of the main syllabus item.

Templates

The import feature is not available in template courses. Items can be imported from templates, but they will not be linked, simply copied.

6. Edit the syllabus as needed by following the instructions in the previous section.

When you have finished editing your syllabus, you can simply refresh the page. The syllabus will be updated to reflect your edited version. If you have any questions about how to use the Concourse syllabus template tool, please do not hesitate to contact your college instructional designer, Tiffani Reardon, at treardo2@kennesaw.edu

Instructions created by Tiffani Reardon, 8/1/2018